



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

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**Glenburn School Nutrition Program  
SY 2021 Procurement Review Report**

A procurement review of the Glenburn School Nutrition Department's procurement practices of SY 2020 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

**Code of Conduct**- No findings.

**Procurement Procedures**- The Procurement Procedures provided are missing many items that are required by federal law. Policy DJ will need to be revised. On our website, we have a sample policy that can be very helpful to schools. It can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>, it is titled "Sample Procurement Procedures and Code of Conduct Template". Also, available on our website is a video of our Procurement training which can be very helpful in working through this process. The video and a pdf of the slides can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>, this document is titled "Procurement Reviews". This policy can be adopted for just the Foodservice department.

***Required Corrective Action***- Glenburn Schools will be required to revise policy DJ so that it meets the requirements. The new policy will need to be sent to the State Agency for review.

Corrective Action Due Date: 1/29/2021

**Micro-Purchases**- No findings.

**Small Purchases**- No findings.

We appreciate the assistance provided throughout the review process. Feel free to contact me with any questions at [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov) or 207-592-6076.

Sincerely,

DocuSigned by:  
*Walter Beesley*  
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Walter Beesley  
Child Nutrition Director

WB/MB/pp

CC: Deanna Thayer